

Grand County School District

Personnel: All Employees

4014A: EMPLOYEE ETHICS

Table of Contents

1. Purpose
 2. Policy
 3. Procedure
 4. Definitions
 5. References
-

1. Purpose

The purpose of this policy is to promote the reputation of the education profession and to ensure the respect, confidence and safety of District employees, students, parents and other constituencies by providing employees required standards of ethical conduct. The individual conduct of a District employee reflects upon the practices, values and integrity of the education profession as a whole. The District employee shall familiarize himself/herself with the ethical standards set forth and is responsible for compliance with these standards. (R277-515-3B)

2. Policy

2.1 General Professional Code of Ethical Conduct

District employees shall

- 2.1.1 interact respectfully and exemplify a positive role in public school relations.
- 2.1.2 dress professionally – neat, clean and modest.
- 2.1.3 endeavor to understand and respect cultural diversity and family traditions.
- 2.1.4 maintain confidentiality, refraining from disclosure of information while at work and outside the work place about students, families, colleagues, and others obtained in the course of District service, unless disclosure serves a compelling purpose required by law.
- 2.1.5 refrain from use of District position to gain advantage, bully or act with retribution.
- 2.1.6 not knowingly make false and/or malicious statements against others.
- 2.1.7 decline acceptance of any gratuity, gift or favor that might impair or appear to influence decisions or actions while in the employment of the District.
- 2.1.8 demonstrate integrity and fiscal responsibility with public monies entrusted to his/her care and account for funds via school or District accounting procedures and practices.
- 2.1.9 not use institutional or professional privileges for personal or partisan advantage.
- 2.1.10 follow the District's Acceptable Use Policy governing technology.

2.2 Professional Code of Ethical Conduct With Students

District employees shall

2.2.1 serve as a positive role model for students and, therefore, shall

- 2.2.1.1** use appropriate language with students, free of profanity, vulgarity or racial slurs.
- 2.2.1.2** not engage in physical, mental, emotional, or sexual abuse of students.
- 2.2.1.3** use caution in touching students.
- 2.2.1.4** respect family traditions and culture..
- 2.2.1.5** treat each student with dignity and fairness and seek to resolve problems including discipline according to law, school board policy and procedural due process.

2.2.2 make reasonable effort to protect the student from conditions harmful to his or her learning, and therefore shall

- 2.2.2.1** assist students to be honest and productive citizens.
- 2.2.2.2** not intentionally expose the student to embarrassment or disparagement.
- 2.2.2.3** not unreasonably restrain the student from independent action in the pursuit of learning.
- 2.2.2.4** not unreasonably or with bias deny the student access to varying points of view.
- 2.2.2.5** not deliberately suppress or distort subject matter relevant to the student's progress.

2.2.3 not on the basis of race, color, creed, ethnicity, gender, sexual orientation, marital status, disability, social background and/or political or religious beliefs unfairly

- 2.2.3.1** exclude any student from participation in any program.
- 2.2.3.2** grant any advantage to any student.
- 2.2.3.3** deny benefits to any student.
- 2.2.3.4** not use District position or professional relationships with students for private advantage.
- 2.2.3.5** follow appropriate instructions and protocols when administering standardized tests to students.

2.2.4 Professional Code of Ethical Conduct With Parents

District employees shall communicate to parents and/or legal guardians information that should be revealed in the interest of the student.

3. Procedure

3.1 Failure to abide by these standards may result in sanctions ranging from

3.1.1 a verbal or written warning;

3.1.2 a letter of reprimand or directive;

3.1.3 suspension with or without pay for up to 5 days;

3.1.4 suspension or revocation of license; and/or

3.1.5 termination.

3.2 If the offense is of a serious nature, a letter will be placed in the District employee's file.

4 Definitions

The following definitions apply to this policy.

4.1 "District" means Grand County School District.

4.2 "District employee" means licensed educators, support staff, school administrators, and all others employed or authorized as volunteers, directly or indirectly, by the school, the School Board or the school district.

4.3 "Procedural due process" means the process wherein a District employee is given oral or written notice of the charges against him or her, an explanation of the evidence obtained by the District, and an opportunity for a fair and meaningful hearing.

4.4 "Constituencies" means students, parents / guardians, District employees, members of community and state and federal agencies working with District employees, and community members.

5 References

5.1 Utah Administrative Code R277-515-1 and 2

5.2 Standards of Ethical Conduct for Utah Educators; Utah Education Association

5.3 The Code of Ethics of the Education Professional; adopted by the NEA Representative Assembly, July 1975, and the Utah Education Association House of Delegates, March 1976; NEA 2010 Handbook (revised annually)